



STUDY REGULATIONS

of the Polish National Film, Television and Theatre School in Lodz

effective from 1, October, 2019

General rules

§ 1

1. The Regulations of Studies, hereinafter referred to as the Regulations, define the organization and course of studies as well as the related rights and obligations of students of the Polish National Film, Television and Theatre School in Lodz, hereinafter referred to as the School.
2. The Regulations apply to students and employees of the School in the scope of organization and course of the education process.
3. When making decisions based on the Regulations, one should be guided by understanding the needs, rights and obligations of students and the welfare of the School.
4. A student admitted to studies as a result of confirmation of learning outcomes shall study under the same conditions as other students, taking into account the individual organization of studies.

§ 2

1. Admission to the rank of students takes place by names being entered on the list of students.
2. A person admitted for studies, commences studies and acquires student rights upon taking the oath.
3. The written oath is attached to the student's file.
4. The content of the oath is specified in the Statute.
5. After taking the oath and confirming it in writing, the student receives a student ID.

§ 3

1. The Rector is the students' superior.
2. The immediate superior and guardian of students at the faculty is the Dean. The Dean supervises the implementation of the schedule of classes and the study programme and makes decisions in all matters not reserved in the Act, the Statute or the Regulations for the competence of other bodies.
3. Matters related to the course of studies in the first instance are resolved by the Dean.
4. From internal school decisions issued by the Dean, referred to in § 9 sec. 1 points 2-9, the student has the right to submit an application to the Dean for reconsideration of the case within 14 days from the date of their delivery. The Dean's decision is final and cannot be appealed against in the Administrative Court.

5. The student may appeal against administrative decisions issued by the Dean, referred to in § 29, to the Rector within 14 days of their delivery. An appeal to the Rector should be submitted through the Dean.
6. If the Dean decides that the appeal deserves to be considered in its entirety, he may within 7 days from the date of the appeal submission, change the decision without submitting the case to the Rector.
7. If the Dean does not accept the appeal, he forwards it along with his opinion and documentation for consideration by the Rector within 7 days from the date of the appeal submission. The student has the right to appeal to the Administrative Court against the decision issued by the Rector resulting from the student's appeal within 14 days from the date of the delivery of the decision. A complaint to the Administrative Court should be submitted through the Rector.
8. The Rector repeals a decision of the Dean that is contrary to the Act, the Statute, the resolution of the Senate, regulations or other internal regulations of the School, or that infringes an important interest of the School.

§ 4

1. School students form a Student Council.
2. All students of the School are represented by the bodies of the Student Council acting on the basis of the Student Council Regulations.

§ 5

1. The Dean may appoint a tutor-supervisor for each year of study from among the academic teachers of the faculty.
2. Students of each year of study can choose the class president from among themselves.

§ 6

1. The primary language of instruction at the School is Polish.
2. Didactic classes, knowledge or skills tests can be organized in a foreign language at the School. A detailed scope and conditions are determined by the Faculty Council.

§ 7

1. If the character of studies in a given field allows, some of the learning outcomes covered by the study programme may be obtained as part of classes conducted using distance education methods and techniques using infrastructure and software which ensure synchronous and asynchronous interaction between students and people conducting classes.
2. The Rector, after consultation with the relevant Faculty Council, makes a decision on the matter referred to in sec. 1, who also provides students with the adequate availability of these classes maintaining the right proportion of the time scope of these classes to the total time scope of classes during the course of studies.

§ 8

1. The School bodies are obliged to take actions aimed at ensuring equal opportunities for disabled students to follow the study plan and study programme.
2. The method of adapting the organization and implementation of the didactic process to cater for the special needs of students with disabilities is determined on a case-by-case basis by the Dean, taking into account the type of disability of the student.

3. All alternative solutions applied to students with disabilities in order to equalize their chances may not result in lowering the requirements necessary for the successful completion of classes in individual subjects. The Dean is obliged to check whether the proposed solutions meet the above condition.

The student's rights and obligations

§ 9

1. The student has the right to:
 - 1) acquire knowledge and skills as well as to develop artistic and scientific interests;
 - 2) have ECTS credits transferred and recognized;
 - 3) justify absences from classes, leaves from classes and leaves from classes with the possibility of proceeding with the verification of the achieved learning outcomes specified in the study programme;
 - 4) change the field of study;
 - 5) be transferred to full-time or part-time studies;
 - 6) take the exam before the commission with the participation of an observer indicated by the student;
 - 7) repeat certain classes due to unsatisfactory learning results;
 - 8) have his/her dignity respected by every member of the academic community;
 - 9) pursue studies according to the individual organization of studies;
 - 10) participate in the cultural and social life of the School, including participation in artistic and scientific projects carried out by the School on the terms set out in the Statute and the Regulations of the Student Council;
 - 11) use the premises and equipment of the School, the film library and library collections on the terms established by the School authorities;
 - 12) participate in making decisions regarding the course of studies and the situation of individual students in accordance with the provisions of the Regulations;
 - 13) submit to the authorities of the units conducting the studies postulates regarding study programmes, study plans and their implementation as well as other matters important for the course of studies and personal development of students;
 - 14) have passive and active electoral rights on the terms set out in the Act and the Statute;
 - 15) participate, through his/her representatives, in the work of the collective bodies of the Faculty and the School, on the terms set out in the Act and in the Statute;
 - 16) evaluate the didactic process, including expressing opinions about the way classes are conducted, in particular through student surveys;
 - 17) get acquainted with the study plan and study programme, the duration and organization of the academic year and the rules for calculating fees for educational services provided;
 - 18) respect the rights of the creator or performer with regard to works or artistic performances, the implementation of which is required by the study programme on the principles set out in the regulations referred to in § 46 section 1 of the Regulations;
 - 19) information about the results of examinations and credits;
 - 20) address the Dean in individual matters concerning studies;
 - 21) apply for benefits on the terms specified in separate regulations;
 - 22) receive awards and distinctions;
 - 23) associate in student organizations, scientific clubs, and teams;
 - 24) health protection and medical care in accordance with applicable regulations;
 - 25) training in the field of student rights and obligations, which is conducted by the Parliament of Students of the Republic of Poland in consultation with the Student Council of the School.

§ 10

1. The student's duties include acting in accordance with the content of the oath, the Regulations and other regulations in force at the School, in particular:
 - 1) upholding the good name of the School;
 - 2) respecting the dignity of all members of the academic community;
 - 3) undertaking artistic, scientific and organizational activities for the benefit of the School;
 - 4) timely payment of fees for educational services provided, if such fees are required by law and the agreement concluded with the School;
 - 5) respecting the property of the School.
2. The student is obliged to:
 - 1) actively participate in didactic classes provided for in the study programme;
 - 2) take exams, credits/passes, complete apprenticeships and meet other requirements provided for in the study programme;
 - 3) undergo OHS (Occupational Health and Safety) training organized by the School;
 - 4) comply with applicable health and safety and fire regulations;
 - 5) immediately notify the Dean of a change of name or surname and address, including correspondence address;
 - 6) notify the School of any change in circumstances affecting the amount of the financial support benefits granted.
3. The student is financially responsible for damaged, destroyed or lost property of the School on the terms set out in the Civil Code.

§ 11

1. For breaching the regulations in force at the School and for conduct unworthy of a student, he/she bears disciplinary responsibility before the disciplinary committee or before the peer court of the Student Council, on the terms set out in the Act.
2. Disciplinary penalties include: admonition, reprimand, reprimand with a warning, suspension of certain student rights for a period of up to one year, and expulsion from the School.
3. The mode of disciplinary proceedings is specified in separate regulations.

The academic year

§ 12

1. The academic year begins no later than 1, October and ends no later than 30, September of the following calendar year.
2. The Rector sets the date for the inauguration of the academic year.
3. Studies are held in the winter and summer semester system, covering in particular the periods of classes as well as the internships, examination sessions, camps, open-air workshops and holidays, provided for in the study plan.
4. Winter, spring and summer holidays last a total of not less than 6 weeks, of which at least 4 weeks are uninterrupted summer holidays and a one-week break between semesters.
5. The detailed organization of the academic year is determined by the Rector on the basis of the applicable study plans and announced no later than 7 days before the beginning of the given academic year.
6. The Rector may make changes to the organization of the academic year and suspend classes on specific days or hours on his own initiative (rector's days or hours) or at the request of the Dean or the Student Council.

7. The Dean may suspend classes on specific days or hours at a given faculty (dean's days or hours) on his own initiative or at the request of the Student Council
8. The Rector's ordinances on the organization of the academic year and information about the announcement of Rector's or Dean's days are announced on the School's BIP website bip.filmschool.lodz.pl and on notice boards in the building of the relevant Dean's Office.

Class schedules and study programmes

§ 13

1. Studies at the School are conducted according to schedules and curricula.
2. The schedule of classes is determined by the Faculty Council, in accordance with the study programmes established by the Senate.
3. Study programmes are announced on the School's website www.filmschool.lodz.pl and in the BIP (Public Information Bulletin)

Schedule

§ 14

A detailed schedule of classes and a list of passes and exams in force in a given semester are made public by the Dean not later than 3 days before the beginning of the semester on the School's website or on notice boards at the School.

Classes not included in the curriculum

§ 15

1. A student, with the consent of the Dean, expressed in consultation with the course teacher, may study subjects that do not belong to the curriculum, hereinafter referred to as extracurricular subjects.
2. Extracurricular subjects approved by the Dean are recorded in the student's semester achievements sheet and in the diploma supplement.
3. The conditions for passing an extracurricular subject are the same as in the case of a compulsory subject.
4. Classes preparing foreigners for studying in Polish are extracurricular classes.

Student internships

§ 16

1. Detailed rules and forms of internships are set out in the Regulations of internships.
2. The time and duration of the internship are determined by the study programme.

Passing classes

§ 17

1. The following forms of crediting are provided for each subject included in the study plan:

- 1) exam or
- 2) pass with a grade or
- 3) pass.
2. Information about the result of passing the classes, which results in admission to the exam, is communicated to the student by the teacher at least one week before the planned date of the exam.
3. Detailed conditions for passing classes in a given semester are determined by the teacher and communicated to students at the beginning of the semester.
4. The academic teacher conducting the classes recognizes their status as passed-completed by entering the relevant information into the student's periodic achievements sheet and the IT system.
5. Unexcused absence of a student from more than two classes in a semester will result in a refusal to pass the course unless the teacher has established different rules of admittance to receive a credit. The course teacher makes an entry "failed" (nzal.) in the student's periodical achievements sheet and in the IT system.
6. If the student is not allowed to obtain a credit/pass, he/she is not entitled to a make-up credit/pass.
7. In the case of a short-term absence justified on the basis of a submitted medical certificate or doctor's leave or an appropriate document confirming a fortuitous event delivered to the teacher immediately after the reason for the absence ceased to exist, the teacher determines the manner and date of making up for the arrears.
8. In the event of an excused absence from more than half of the classes and when the student is unable to make up for the gaps resulting from the specific nature of the classes, the teacher may determine the method and date of making up for the missed classes or decide not to pass classes.
9. In the event that the presented justification is not taken into account or the teacher decides not to pass the classes, the student has the right to submit an application for reconsideration of the case to the Dean. The Dean's decision is final.

Completion of the semester

§ 18

1. The crediting period is one semester.
2. The condition for passing the semester is:
 - 1) obtaining passes and passing exams in all subjects provided for in the study plan for a given semester with assigned ECTS points. The minimum number of ECTS points required to complete a semester is 30 credit points;
 - 2) obtaining credits for internships and training provided for in the study plan.
3. The student is obliged to take passes in accordance with the rules set out in § 19 and to take exams on dates set in the examination session.
4. The deadline for the student's submission to the dean's office of the student's periodic achievement sheet is specified in the Rector's Ordinance on the organization of the academic year.
5. The Dean credits the student for the semester and promotes him/her to the next semester based on the passes obtained and exams passed by the student. The decision is entered into the student's periodic achievements sheet and into the IT system.
6. In particularly justified cases, the Dean may extend the student's examination session and the period of completing the semester requirements; in the winter session, no later than 10th March; in the summer session, no later than 15th October.

Exam session

§ 19

1. The organization of the examination session (schedule) is communicated to students at least 1 week before the beginning of the session.
2. The exam schedule is prepared by the Dean in consultation with the examiners.
3. For each subject ending with an exam, two dates are given: the first date and the resit date.
4. The examiner may, in consultation with the class president and with the consent of the majority of students, change the date of the examination set earlier.
5. The number of exams in an academic year may not exceed eight.
6. Only one exam may be scheduled for full-time studies on a given day. With the consent of the majority of students in a given year, the number of exams conducted in one day may be increased.
7. In particularly justified cases, the Dean may authorize an academic teacher of a given specialty who is not a lecturer of this subject to conduct an examination.
8. The student is obliged to take the exams on the dates set in the session schedule.

Exam

§ 20

1. The exam in a given subject is taken in front of the academic teacher conducting the given subject. The examiner enters the grade in the student's periodic achievements sheet and in the IT system.
2. In strongly justified cases, the Dean may order the student to retake the exam.
3. The exam in a major subject may be conducted by a team of academic teachers appointed by the Dean. The grade is entered into the student's periodic achievement sheet and the IT system by the academic teacher conducting the course.
4. The student's unjustified absence from the exam on the date set in accordance with § 19 shall be deemed to be a failing grade.
5. A student's absence from an exam on the set date may be justified by the immediate presentation of a medical certificate or other objective circumstances preventing participation in the exam.
6. A student on sick leave may not receive passes or take exams.
7. A sick leave, presented by the student after the exam, cannot be the basis for questioning the grade obtained.
8. During the exam session, the examiner, who has the right to reschedule the exam date for the student, sets a new date for the exam in the exam session. The student may appeal to the Dean against a negative decision of the examiner regarding rescheduling the exam date.
9. If it is not possible to set the exam date during the exam session, the exam date is set on a written request submitted by the examiner or students after obtaining the Dean's consent.
10. The absence of the examiner on the appointed date of the examination cannot be interpreted to the disadvantage of the student. In the event of a prolonged absence of the examiner, the Dean appoints another examiner.
11. Information about the exam result is communicated to the student no later than 3 days before the planned date of the resit exam.
12. The student has the right to inspect the graded examination or pass work within 3 days of the date of the request.

13. The student has the right to receive a written justification for the assessment within 7 days of submitting a written request. A written request addressed to the examiner for justification of the grade should be submitted through the relevant dean's office within 7 days from the date of obtaining information about the exam result.

Resit examination session

§ 21

1. In the event of receiving an unsatisfactory grade or an unjustified absence from the examination, the student has the right to resit an examination.
2. Resit examinations after the winter examination session are taken by students on the dates specified in the examination session schedule, no later than the end of February.
3. Resit exams after the summer exam session are taken by students on the dates specified in the exam session schedule, no later than September 30.
4. A resit exam or resit pass in a given subject may take place not earlier than after 7 days from the first date, subject to § 20 sec. 10.
5. The student is entitled to one resit exam or pass in each subject, subject to § 23.

Commission exam

§ 22

1. A student who raises justified reservations as to the impartiality of the examiner or to the form and course of the examination has the right to submit a request to the Dean to conduct the exam in front of the examination board within 7 days from the date of failing the resit examination,
2. The commission exam should take place no later than 14 days from the date when the student submitted the application.
3. If the application does not show the conditions referred to in sec. 1, the Dean leaves the application without consideration as unfounded and informs the student in writing.
4. The commission exam takes place in front of the board appointed by the Dean, which consists of:
 - 1) Dean as the chairman or a person appointed by him for the chairman from among academic teachers;
 - 2) at least one specialist in the field covered by the examination or a specialist in a related subject;
 - 3) tutor-supervisor of the year, and if he has not been appointed - another academic teacher appointed by the Dean.
5. An academic teacher who has issued a grade verified by an examination board may participate in the exam as an observer.
6. The Dean shall notify the relevant student council body of the date of the exam before the board, which may delegate its representative as an observer.
7. A protocol shall be drawn up for the course of the exam before an examination board and signed by the chairperson and members of the examination board.
8. The board chairperson records the result of the board examination in the student's periodic achievement sheet and in the IT system.
9. The grade obtained as a result of the board examination is final and replaces the questioned grade.
10. Justifying one's absence from the board examination should take place as soon as the cause is no longer in effect.

11. If the justification is found to be justified, the Dean sets a new date for the exam before an examination board.
12. If the student questions the grade received, his/her unjustified absence from the board examination is tantamount to recognition of the questioned grade.

Promotional exam

§ 23

1. A promotional exam is a special form of exam that has the character of an exam before an examining board and is designed to check the student's learning progress and professional competencies.
2. The decision to introduce a promotional exam is made by the Dean who specifies the scope and conditions of the exam.
3. The Dean's decision on the promotional exam is published on the School website www.filmschool.lodz.pl.
4. Only a student who has obtained passes and passed exams in major subjects may take the promotional exam.
5. The exam takes the form of the presentation of practical work assessed by a committee appointed by the Dean, consisting of at least five teachers conducting classes with the student.
6. The promotional exam should be conducted after the summer session, no later than 30, September of a given academic year.
7. In the event of receiving an unsatisfactory grade in the promotional exam, the student is not entitled to a resit exam or an exam before an examination board. The grade obtained as a result of the promotional exam is the final grade.
8. Unjustified absence from the promotional exam is tantamount to a failing grade.
9. A student who has not passed the promotional exam does not receive an entry for the next semester.
10. In the case of a student who has not passed the promotional exam, the Dean may decide to:
 - 1) refer the student for a paid repetition of the semester and practical work covered by the promotional exam, for which the fee will be specified in a separate agreement, taking into account the costs of its implementation drawn up by ZPFS or
 - 2) remove him/her from the list of students.
11. If the student has received the Dean's decision referred to in sec. 10 point 1 he/she is entered for the semester or year to which the examination pertained.

Grading scale

§ 24

1. The following grading scale is used for exams and graded passes:
 - 1) excellent (cel) – 6;
 - 2) very good (bdb) – 5;
 - 3) good plus (db plus) – 4+;
 - 4) good (db) – 4;
 - 5) satisfactory plus (dst plus) – 3+;
 - 6) satisfactory (dst) – 3;
 - 7) unsatisfactory (ndst) – 2.
2. A failing grade is an unsatisfactory grade - 2 and an entry about failing.

3. The abbreviations "zal" (passed) and "nzal" (failed) are used for ungraded pass entries.
4. The average grade for a given period of study is calculated as a weighted average of grades for subjects credited in a given period of study. When determining the average, subjects that were passed with the entry "zal" (passed) without a final grade are not taken into account.
5. The weighted average is calculated by multiplying the individual grades by their weights (ECTS points) and adding the products obtained. The resulting sum is divided by the sum of the weights (ECTS points).
6. Unsatisfactory grades improved by the student are not included in the weighted average.
7. Individual subjects are assigned points in accordance with the ECTS (European Credit Transfer and Accumulation System), which is attached to the resolution of the School Senate.
8. The grade "excellent" requires a written justification by the examiner. If no written justification has been provided for the excellent grade, it is assumed that the grade "very good" has been issued. The grade "excellent" does not require justification when it is obtained from the board and promotional exam and the exam referred to in § 21 section 3.

Specific conditions for passing classes and passing exams

§ 25

1. The student may take the exam before the exam session on the date agreed with the teacher of the given class.
2. A student participating in artistic works (in theatre, film, television, etc.) may:
 - 1) be exempted from participating in some classes in the subject to which the work is thematically related;
 - 2) obtain a pass for classes and an exam in the subject to which the work is thematically related.
3. Decisions on matters referred to in sec. 2 shall be taken by the Dean in consultation with the course teacher.

Consequences of failing to pass the semester

§ 26

1. A student who has failed the first or second semester of studies is struck off the list of students by the Dean.
2. In other cases, the Dean decides:
 - 1) that the student repeats the course or semester or
 - 2) that the student is placed on conditional enrollment for the next semester
 - 3) to strike the student off the list of students.

Conditional enrollment

§ 27

1. A student may submit an application for conditional enrollment for the next semester of studies if he or she fails to pass no more than two subjects.
2. The decision on conditional enrollment is made by the Dean in consultation with the teacher conducting the given course.
3. By agreeing to conditional enrollment, the Dean sets a date by which the student should pass outstanding exams or obtain passes. The dates of examinations or passes should be scheduled no later than one month before the next examination session.

4. Consent to conditional enrollment is recorded in the student's periodic achievements sheet.
5. The decision regarding conditional enrollment cannot be made:
 - 1) when the subject to be repeated is continued in the next semester;
 - 2) if the student has failed the promotional exam;
 - 3) if it is fundamentally inconsistent with the sequence of subjects included in the study plan;
 - 4) when it concerns the last semester of studies;
 - 5) when it concerns a subject that the student has already repeated;
 - 6) if the student has failed the first or second semester of studies;
 - 7) if the student was not allowed to take the exam/obtain a pass due to non-participation in classes where attendance was required.
6. In special cases, the Dean may consent to a conditional enrollment for the third semester to a student who has failed one subject from the first year of study.
7. In a special situation, the Dean, with the consent of the class teacher, may decide about a conditional enrollment in the case referred to in sec. 5 point 1).
8. Failure to meet the condition within the prescribed period results in being struck off the list of students, unless the student requests to repeat the failed semester.

Repeating a semester

§ 28

1. A student may request the Dean's permission to repeat a semester if:
 - 1) the reason for failing to pass the semester is a fortuitous event (e.g. long-term illness or other important reasons duly justified and documented);
 - 2) he/she did not pass the course/subject covered by the conditional enrollment;
 - 3) he/she has not submitted a written diploma thesis on time;
 - 4) he/she has obtained unsatisfactory results in learning by failing at least one subject;
 - 5) there is no progress in learning.
2. The possibility of repeating a semester does not apply to the first or second semester of studies.
3. A student may obtain permission to repeat a semester due to unsatisfactory learning results referred to in section 1 point 5):
 - 1) once during the first-degree studies (BA);
 - 2) once during the second-degree studies (MA);
 - 3) twice during the uniform master's studies.
4. A student repeating a semester is obliged to pay the appropriate fee.
5. A student who repeats a semester is not obliged to take exams and obtain passes in the subjects in which he/she has obtained a positive result unless the curriculum content of these subjects differs significantly.
6. The student is obliged to make up for programme differences.
7. A student may be allowed to repeat a given subject due to unsatisfactory learning results only once.
8. The student should submit an application for permission to repeat a semester within 14 days of failing to obtain a credit for the semester.
9. A student repeating a semester is obliged to participate in classes of repeated subjects.

Removal from the list of students

§ 29

1. The Dean removes the student from the list of students:

- 1) in the case of not taking up studies;
- 2) in the event of resignation from studies;
- 3) if the diploma thesis is not submitted or the diploma examination is not taken within the time limit referred to in § 31 section 4 and § 32 section 6;
- 4) in the event of being expelled from the School with a disciplinary penalty.
2. Failure to undertake studies is understood as:
 - 1) failure to take the oath without a justified reason within 2 weeks of the inauguration of the academic year;
 - 2) the student's unjustified absence from classes with controlled attendance (e.g. classes, seminars, language courses, physical education classes) for a period longer than 30 days from the start of classes;
 - 3) failure to register for the next semester of studies after returning from leave within 30 days of the commencement of classes in a given semester.
3. Resignation from studies takes place in writing by delivering a letter of resignation to the dean's office.
4. The Dean may remove a student from the list of students:
 - 1) in the event of failure to participate in compulsory classes
 - 2) if there is no progress in learning;
 - 3) in the event of failure to complete the semester within the time limit specified in § 18 section 3;
 - 4) if the tuition fees are not paid;
5. The statement of lack of learning progress is made by the Dean's decision, with the opinion of the teachers conducting classes with a given student.
6. Before issuing the decision regarding the student's removal from school referred to in section 4, the Dean calls the student to inform him/her of the circumstances that may affect the determination of his/her rights and obligations that are the subject of the case as well as to give a student the opportunity to provide explanations.

Leaves

§ 30

1. A student may be granted leave from classes for a period not longer than 12 months.
2. In particularly justified cases, the Rector may grant another leave of absence for a period no longer than 12 months.
3. A student may apply for leave due to illness, a fortuitous event, giving birth to a child or caring for a child, or for other justified reasons.
4. A student studying in the first year of studies may be granted leave from classes for reasons other than health only in exceptional circumstances.
5. The student should submit an application for leave in writing to the Dean immediately after the occurrence of the event justifying the leave. The student specifies the reasons for which he/she is applying for leave and the period of leave requested.
6. The decision regarding the leave is made by the Dean.
7. Leave due to illness is granted on the basis of a medical opinion.
8. Leave due to the birth of a child or taking care of a child is granted on the basis of an application submitted by the student together with a copy of the child's birth certificate, within 1 year from the child's birth.
9. A leave for:
 - 1) a pregnant student is granted for the period until the date of birth of the child,
 - 2) a student who is a parent is granted for a period of up to 1 year - however, if the end of the leave falls during a semester, the leave may be extended until the end of that semester.

10. After completing the first year of study, a student may apply for a leave of absence to study abroad. The period of leave corresponds to the period of study abroad.
11. During the leave, the student retains his/her student rights, and in special cases, the student may receive benefits on the terms set out in the Regulations of benefits for students of the School.
12. The leave is granted to a student who has been granted permission to re-register for the same or a lower semester or year. This leave lasts until the student resumes studies in the semester resulting from this registration.
13. Granting leave is confirmed by an entry in the IT system.
14. The student does not pay a fee for the period of leave.
15. During the leave, at the student's request, the Dean may agree to the student's participation in classes and require him to pass subjects from the next semester of studies or supplement curriculum differences, from which the student may obtain no more than 15 ECTS points in total. This decision is confirmed by issuing the student's periodic achievement sheet to the student. Subjects approved in this way become binding for the student in a given period of study.
16. In the case referred to in section 15, a part-time student pays a fee for the designated subjects.
17. In the case of a leave granted due to illness, the student may not participate in classes, obtain passes or take exams.

Diploma work

§ 31

1. The diploma work includes:
 - 1) practical work,
 - 2) theoretical work;
 - 3) practical and theoretical work;
 - 4) theoretical work with elements of practical work
2. The form of the diploma work is determined by the programme of study.
3. The student is obliged to submit the diploma work by the end of the last semester of studies.
4. In justified cases, at the student's request, the Dean of the faculty may extend the deadline for submitting the diploma work to 3 months.
5. In the event of failure to submit the diploma work within the prescribed period, the student may apply for permission to repeat the semester.

Theoretical diploma thesis

§ 32

1. The preparation of a theoretical diploma thesis takes place as part of a "diploma seminar".
2. The student is obliged to choose a promoter. If the student fails to make a choice, the promoter is appointed by the Dean from among academic teachers within their teaching load.
3. The student may write a theoretical diploma thesis in English, after obtaining the promoter's consent. The student is also obliged to provide a short description of the diploma thesis in Polish.
4. The Dean approves the promoter and the topic of the student's theoretical diploma thesis.
5. At the promoter's request, the Dean may approve a change of the subject of the diploma thesis.

6. The student is obliged to submit the diploma thesis by the end of the last semester of studies.

§ 33

1. The student writes the theoretical diploma thesis in accordance with the chosen specialty under the supervision of the promoter.
2. The promoter of the diploma thesis of students of uniform master's studies or second-degree studies may be an academic teacher holding at least the academic degree of Doctor. In justified cases, the Faculty Council may, by way of a resolution, appoint an outstanding specialist in a given field as the promoter.
3. The promoter of the diploma thesis of students of first-degree studies may be an academic teacher with at least a doctoral degree or an outstanding specialist in a given field.
4. In the event of a prolonged absence of the thesis promoter, which may cause a delay in the submission of the thesis, the Dean is obliged to appoint an academic teacher who will take over the duties of the promoter.
5. The promoter may apply to the Dean for the approval of an additional person - the diploma thesis supervisor, who does not meet the requirements of section 2 or 3, and cooperates in the supervision over the course of work.

§ 34

1. After verifying the theoretical diploma thesis with the anti-plagiarism programme, the promoter evaluates the thesis by drawing up an opinion.
2. The Dean appoints a reviewer who prepares a review of the thesis.
3. The opinion and review of the diploma thesis are made in writing and submitted to the student's personal file together with a copy of the diploma thesis.
4. In the event of a negative review of the diploma thesis, the Dean decides not to admit the student to the diploma examination and sets a deadline of 1 month for the student to re-submit the diploma thesis. After receiving another negative review, the Dean decides not to admit the student to the diploma examination.
5. The student has the right to familiarize him-/herself with the opinion and review of the diploma thesis before the date of defence of the thesis.

Practical diploma work

§ 35

1. The study programme may require the preparation of practical work as part of the diploma work.
2. The student chooses a practical work supervisor. If the student fails to make a choice, the Dean appoints a supervisor from among academic teachers within their teaching load.
3. The Dean approves the topic of the practical diploma work and the supervisor.
4. In the case of students of the Acting Department, the function of the supervisor of the practical work is performed by the director of the diploma play.
5. The supervisor of the practical work accepts or refuses to accept the practical work by passing or failing the practical work.
6. Failure to get a pass for the practical work referred to in sec. 5 may result in:
 - 1) sending the student to repeat the semester for a fee;

- 2) referring the student to a paid repetition of the semester in the scope of practical work, if he has not used the assigned production budget;
 - 3) referring the student to a paid repetition of the semester in the scope of making another practical work, for which the fee will be determined in a separate agreement taking into account the costs of its making drawn up by ZPFS;
 - 4) removal from the list of students.
7. Detailed rules and conditions for the making of practical work are determined by the Faculty Council.

Diploma exam

§ 36

1. The condition for admission to the diploma examination is:
 - 1) obtaining passes for all subjects, classes, and internships provided for in the study programme;
 - 2) obtaining a positive evaluation of the diploma thesis from the promoter and reviewer, subject to § 34 sec. 4.
2. The diploma examination takes place before a committee appointed by the Dean, which includes at least:
 - 1) Dean or Vice-Dean or Head of the Department, as the chairman;
 - 2) promoter;
 - 3) reviewer.
3. In exceptional cases, a reviewer may be replaced by a member of the commission appointed from among lecturers conducting classes at the School.
4. The diploma examination should take place within 3 months from the date of submission of the diploma thesis.
5. The date of the exam is set by the Dean. Information about the date of the exam is provided to the student at least 5 days before the exam in the manner customary at the School.
6. During the exam, the student should demonstrate knowledge of the material from the given field of study and detailed knowledge of the issues within the subject matter of the diploma thesis.
7. A protocol is drawn up during the course of the examination.
8. The student's failure to appear for the exam is tantamount to failing the exam and results in obtaining an unsatisfactory grade unless the failure to appear is justified by a medical certificate confirming the student's illness or another justified reason.
9. The committee referred to in sec. 2 in particularly justified cases may state the need to improve practical work. The commission, providing justification in the minutes, specifies the scope of the amendments and sets a maximum deadline of one month for their implementation.
10. In the case of receiving an unsatisfactory grade in the exam, the Dean sets the second date as the final date. This date cannot be set earlier than one month and not later than three months from the date of the first examination.
11. If a student fails to pass the exam for the second time within the set time limit, he/she may make a request to the Dean to repeat the semester.

Open exam

§ 37

1. By decision of the Dean, the diploma exam in its practical work part is open.

2. The Dean informs the promoter, the student and the dean's office about the open diploma examination.
3. The open diploma examination consists of an open and classified part.
4. In the classified part, the Commission determines:
 - 1) the final grade for the diploma thesis, which is calculated in accordance with the Study Regulations;
 - 2) the grade for the diploma exam (based on the student's answers to the diploma thesis and thematically related questions);
 - 3) the final grade for graduation calculated in accordance with the Study Regulations.
5. Participants of the open diploma examination who are not members of the Committee may not ask examination questions to the graduating student or participate in the discussions in the classified part evaluating the exam, but may participate in the discussion related to the topic of the thesis.

Graduation

§ 38

1. Completion of a study course takes place after passing the diploma examination with at least a satisfactory result.
2. The basis for calculating the final result of studies are:
 - 1) at the Film and Television Directing, Cinematography and Television Production, Acting Departments:
 - a) weighted average of grades obtained during the entire period of study, excluding unsatisfactory grades (2),
 - b) grade for the theoretical diploma work (thesis),
 - c) grade for the practical diploma work,
 - d) grade for the diploma exam.

The final result of the studies is the sum of: 0.20 of the grades listed in points a), b), d) and 0.40 of the grade listed in point c);
 - 2) at the Film Art Organization Department:
 - a) weighted average of grades obtained during the entire period of study, excluding unsatisfactory grades (2),
 - b) grade for the diploma thesis,
 - c) grade for the diploma exam.

The final result of the studies is the sum of 0.30 of the grades listed in points a), c) and 0.40 of the grade listed in point b).
3. The result obtained from the calculation made in accordance with section 2 is rounded according to the following rules:
 - 1) 3,00 – 3,25 – satisfactory (3);
 - 2) 3,26 – 3,50 – satisfactory plus (3+);
 - 3) 3,51 – 4,25 – good (4);
 - 4) 4,26 – 4,50 – good plus (4+);
 - 5) 4,51 – 5,0 – very good (5);
 - 6) 5,01 and more – excellent (6).
4. Rounding up to a full grade applies only to the entry to the diploma, in all other certificates the actual result of studies is specified.
5. The examination committee may increase the final grade entered in the diploma by a maximum of one grade, if the student received at least very good grades for the diploma thesis and the diploma examination. The committee should also take the student's artistic and organizational achievements into account as well as awards and penalties.

6. The graduate receives a diploma of graduation according to the model approved by the Senate of the School.
7. Upon graduation, the student is obliged to return the student ID card:
 - 1) a student of first-degree studies - immediately after October 31 of the year in which he/she graduated;
 - 2) a student of second-degree studies and uniform master's studies - on the day of graduation.
8. When issuing the Diploma Supplement in a foreign language, the applicable regulations apply.

Resuming studies

§ 39

1. A student who has been removed from the list of students in the first year may only be re-admitted to studies by re-enrolling.
2. A student who has been removed from the list of students in the second or higher year of study may be re-admitted to studies without having to participate in the enrolment process.
3. In the case specified in sec. 2, it is necessary to supplement the differences resulting from the comparison of study programmes in force in given periods of study.
4. The Dean may:
 - 1) decide that the student will resume studies;
 - 2) decide that the student resumes studies and allows the student to repeat the semester;
 - 3) refuse to allow the student to resume studies.
5. When making the decision referred to in sec. 4 points 1) and 2) the Dean determines respectively:
 - 1) the year and semester of studies;
 - 2) the programme differences;
 - 3) the deadlines for making up for curricular differences;
 - 4) the amount of the fee required to repeat a semester;
 - 5) the amount of the fee for curriculum differences in part-time studies.
6. The resumption takes place for the same studies from which the student was struck off, provided that these studies are still conducted by the School.
7. The condition for resuming second-degree studies is to hold at least a bachelor's degree, an engineer's degree or an equivalent degree.
8. The Dean may refuse resumption of studies in the case of:
 - 1) a student who started studies before the introduction of the Bologna system;
 - 2) significant curriculum differences.
9. The Dean refuses a subsequent resumption of studies to a person who had resumed studies once already, unless the interruption of studies was due to health reasons.

Fees

§ 40

1. The School charges fees for the educational services provided, hereinafter referred to as fees, in accordance with the provisions of the Act.
2. The rules for charging fees as well as the procedure and conditions for granting fee reductions are specified in a resolution of the School Senate.
3. The Rector, prior to the commencement of enrolment, sets the amount of fees for educational services by way of an ordinance. The determination of fees requires

consultation with the Student Council. Information on the amount of fees is provided by the school in the Public Information Bulletin.

4. Until the completion of studies by persons admitted to study for a given academic year, the School may not increase the amount of fees set for them or introduce new ones. This does not apply to the increase in the amount of fees for conducting classes not covered by the study programme and for using student dormitories and canteens.
5. If the fee is not paid on time, the student is obliged to pay statutory interest for each day of delay.
6. If the overdue fee is not paid, the student is summoned to pay it. Failure to pay the fee within the time limit set in the summons without a justified reason results in striking off the list of students.
7. The student obliged to pay the fee receives the student's periodical achievement sheet after paying all the required fees.

§ 41

The School also charges fees for:

- 1) enrollment procedure;
- 2) the confirmation of learning outcomes;
- 3) issuing a student ID card and its duplicates;
- 4) issuing a foreign language copy of the graduation diploma and the diploma supplement, other than those issued pursuant to Art. 77 sec. 2 of the Act;
- 5) issuing a duplicate of the graduation diploma and the diploma supplement;
- 6) the use of student dormitories and student canteens
- 7) conducting classes not included in the curriculum.

Transferring student achievements

Changing the field or form of study

§ 42

1. A student may transfer from another university, including a foreign one, to the same field of study, provided that he/she has fulfilled all the obligations resulting from the regulations in force at the university where he/she studied. The Dean of the host faculty decides about the transfer.
2. A student may transfer to another university after fulfilling all the obligations arising from these Regulations and the study programme applicable to a given field of study.
3. The student may change the field of study with the consent of the Dean of the new field of study/faculty.
4. A student, with the consent of the Dean, may change the form of study and the form of education within a given field of study.
5. The transfer should take place before the beginning of the semester or year, or as an exception in the first days of the new semester.
6. A student changing the university, field of study or form of study may be admitted to the next semester without losing a semester or year if, before the beginning of that semester, he/she has obtained a credit for the semester or year at the faculty (respectively, field or

form of study) from which he/she is transferring, and if the study plans and study programmes are consistent or slightly different.

7. In the event of differences in the plans and programmes of study or failure to complete a semester, the Dean, when admitting a student, specifies the semester for which the student may be admitted, as well as the conditions, date and manner of making up for the arrears resulting from the differences in plans and programmes of study.
8. The credits obtained by the student in the organizational unit of the home university or another university, including a foreign one, are recognized, in accordance with the rules of the credit transfer system.

Individual organization of studies

§ 43

1. Use of an individual organization of studies, hereinafter referred to as IOS, in particular with regard to students who are disabled is permitted.
2. The decision on IOS is made by the Dean.
3. Studies according to IOS may last longer than provided for in the applicable study plan, but may not exceed 1 year.
4. IOS is available to students in the case of:
 - 1) significant artistic achievements;
 - 2) being active in student organizations;
 - 3) taking up additional studies in another field of study;
 - 4) giving birth to a child or caring for a small child;
 - 5) occurrence of fortuitous events;
 - 6) being active in a field or fields directly related to the field of study.
5. A student admitted to studies as a result of confirmation of learning outcomes/education effects studies on the basis of IOS, subject to section 7 and 8.
6. The IOS entitles the student to agree with the teacher on individual dates and forms of fulfilling the obligations arising from the study plan and detailed rules for obtaining credits for subjects in a given semester during the first two weeks of classes. If no efforts are made to determine the conditions for crediting, the student covered by the IOS shall pass the course on the basis of general rules.
7. A student who fails to properly implement the IOS programme may be directed by the Dean to continue studies on general terms.
8. The student, on his own initiative, may apply to the Dean for resignation from the implementation of IOS.

Honours

§ 44

Students who stand out with exceptionally good academic results, exemplary performance of their duties, impeccable ethical attitude, an active student life or special achievements may be awarded scholarships, awards and distinctions:

- 1) Rector's distinctions, including a written commendation, a congratulatory letter;
- 2) a letter of distinction from the Dean;
- 3) a diploma of graduation with honours.

Graduation diploma with honours

§ 45

On the basis of the Dean's application, a diploma with honours is awarded to graduates who:

- 1) have completed their studies within the time limit specified in the schedule of classes;
- 2) have obtained a weighted average grade for all passes and exams of at least 5.00;
- 3) have obtained at least a very good grade for their diploma thesis;
- 4) have demonstrated an impeccable ethical attitude;
- 5) have demonstrated artistic, organizational or scientific achievements.

§ 46

1. A student who creates works within the meaning of the Act of 4 February 1994 on copyright and related rights as part of the implementation of the study plan and educational program is, as their creator, the subject of personal and property copyrights. This rule applies accordingly to artistic performances. Detailed regulations in this regard are set out in the regulations for the management of copyrights and related rights as well as industrial property rights and the rules for the commercialization of research and development results at the School.
2. The rules for the implementation of audiovisual practical work and theatre plays are specified in the Rector's ordinance.

Final Provisions

§ 47

1. The Regulations come into force on 1, October, 2019.
2. As of the date of entry into force of the Regulations, the Regulations of Studies at the the Polish National Film, Television and Theatre School in Lodz, in force since 1, October, 2017, expires.

President of the Senate

Prof. Mariusz Grzegorzek, PhD